

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DD5/00-001	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Quarterly Report						<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	2	PERSONNEL		TRAINING	1	ADMIN. GENERAL OTHER (specify)	
	4	LOGISTICS		SECURITY			
		MEDICAL	3	FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
9		Quarterly				1 + 1 Vital Document	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OC-A/B&F/C&S/PB				3 - Branch reports furnished each quarter			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-06-15	Average GS-10 \$5.23	11		\$57.53	4		\$230.12
GS-16	Average \$12.76	2		\$25.52	4		\$ 71.08
							\$301.20
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<p>This report was changed from a Monthly to a Quarterly Report effective October 1969. The previous Monthly Report has been required since 1951. The report is used to brief top management, and used by the OC Historians in writing the history of OC.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS
						STA	
16. DATE OF INVENTORY		17. [Redacted]				18. EXTENSION	
28 Sept 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090006-2				Chief, Admin Staff, OC	